

EAST DEAN & FRISTON VILLAGE HALL TRUST

(Registered Charity No. 1077992)

Minutes of the Annual General Meeting of the East Dean and Friston Village Hall Trust held in the Village Hall on 28th June 2022 at 7.30pm.

The Chairman sent his apologies so VL deputised and welcomed all those attending. In addition to seven Trustees and the Hall Manager, two members of the public were in attendance.

1. Apologies for absence were received from Bill Hallett. Lesley Durso was not present.
2. The minutes of the AGM held on 28th September 2021 which had been circulated and agreed as a true record were approved and signed by VL. They will now be placed on the Village Hall website.
3. There were no matters arising not covered elsewhere in the agenda
4. The Trustees reports had been circulated and are appended to these minutes. Additional comments were as follows:

i. Chairman BH

There were no questions

ii. Finance MF

MF was asked if there were any new clubs or societies, there was a new yoga group and rescheduling the Local History Society and the Gardening club had allowed the Market to extend into the afternoon session which has made a significant difference to the Hall income.

Martyn was thanked for his work, particularly in maximizing the grant submissions available to us during the period of Covid and thus reducing the financial impact of the pandemic on the Hall finances.

iii. Community Events MD

There were no questions.

iv. Operations

BH

There were no questions

5. Presentation of the 2021-22 Annual Report and Accounts.

MF

It was explained that this was not an audit but an examination, using the minutes of the Board meetings and a sample of transactions during the year. There were no matters of concern to the Examiner, Plummer Parsons.

Their acceptance was proposed by Paul Seeley, seconded by Jo Taylor and accepted unanimously by the Trustees. They will now be signed by MF and BH and once they have been signed off by Alistair Towler at Plummer Parsons they will be submitted to the Charity Commission and placed in the public domain on the Website.

6. Appointment of Trustees.

All Trustees resign at the AGM as stated by the Declaration of Trust. But may be re-elected or re-nominated.

All existing representative Trustees had been duly nominated again by their societies.

Martyn Fletcher stood for election as a Trustee for the year 2022/23 His re-election was proposed by PS, seconded by SC and was agreed unanimously.

Thus the list of Trustees as at 28 June 2022 is now:

William Hallett (Chairman)	BH	Village Show
Stephanie Carter	SC	PCC
Tony Deadman	TD	Gardening Club
Mick Delaney(Community Events)	MD	Village Lunch
Lesley Durso	LD	Residents Association
Paul Seeley	PS	Parish Council
Vivienne Lester (Hon Sec)	VL	Local History Society
Jo Taylor	JT	Micheldene WI
Martyn Fletcher (Hon Treasurer)	MF	Elected

7. Any Other Competent Business

- I. The Trustees were asked whether more advertising would increase the interest in the work of the Trustees and attendance at the AGM. It was suggested that a letter to the clubs advertising the AGM may be useful. The secretary will follow this advice next year.

- II. The Trustees wished to extend their thanks to the Chairman for his continued hard work during the year on behalf of the Trust.

There being no further business, VL thanked everyone for coming and closed the meeting at 7.55pm

APPENDICES

- Committee reports 2021/2022
- Trustees Annual Report and Accounts 2021/22.



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(Registered Charity No. 1077992)

AGM Wednesday, 28th June 2022

TRUSTEE REPORTS 2021/22

CHAIRMAN'S REPORT

BILL HALLETT

As we came out of the 2021/2022 Trustee year, restrictions due to the pandemic were being relaxed and the Hall was starting to return to normal operations. The status of our finances is covered by the Hon' Treasurer in more detail in his report, however, careful management together with accessing all the government grants available to us have enabled us to maintain a healthy cash balance. Going forward, this has enabled the Trustees to freeze hire charges for 2022/23 to help our clients to get back on their feet. Trustees are, however, conscious that the Hall and its contents is an ageing facility and pressure will undoubtedly be put upon finances as we move forward.

As of 28 June 2022, we have nine Trustees: eight are representative Trustees nominated by various clubs, societies and organisations which use the Hall as detailed by the Trust Deed; one is elected. All Trustees stand down at this AGM but all have stepped forward for reappointment.

All indications are that the diverse nature of functions hosted in the Hall pre-Covid will return. Although there have been some casualties arising out of the pandemic, it is very encouraging to see many regular activities have recommenced together some new activities.

Community functions such as Quiz nights, Bingo, Film shows, etc have started and are proving to be very popular. Many thanks to our small Community Events team. It is through their magnificent endeavours that these events are the success that they are. In particular, they must be congratulated for their part in organising the recent Platinum Jubilee celebrations.

Events such as weddings and similar life events that were postponed from the Covid era are being rescheduled.

The Hall is also used by village residents and non-residents for individual one-off functions such as special occasion parties, wedding receptions, baby naming ceremonies, presentations, drama/entertainment and the like. Those activities are open to the residents of the village together with non-residents. We thank the organisers of those

clubs and societies for providing such benefits to the village and, of course, helping to make the Hall the success that it is. The Hall is a wonderful asset and being aware that it is so well used makes the efforts of the Trustees worthwhile.

Following Kirsty, our cleaner's, departure a new member, Rebecca Collyer, has joined our team. We took this opportunity to review our cleaning regime and her flexibility enables us to offer the Hall for hire for more time as the Hall is no longer closed for cleaning as before. Many thanks to Rebecca.

I would like to take this opportunity to thank Tina, the Hall Manager, John Gillam the Team Hall Assistant and the other Trustees for their help and support through the year in maintaining the Hall to its present the high standard.

FINANCE REVIEW

MARTYN FLETCHER FCA

Whilst activity this year was muted in comparison to pre-covid levels by Government restrictions and an understandable reticence for social gatherings, it was significantly better than 2020/21.

Hall hire income amounted to £37,924, compared to just £3,517 the previous year and gross cash receipts, including Government Grants and furlough receipts amounted to £57,088 (2021: £26,668).

Expenditure directly related to activity was reduced where possible, totalling £36,178 (2021: £36,424), that includes £4,600 for replacement of the boiler.

The Trust successfully applied for Covid support grants totalling £14,667, supporting the generation of a cash surplus for the year of £20,910 (2021: deficit of £9,756). Volunteers were able to revive Community Event activity including regular afternoon teas and a couple of quiz nights which made an excellent contribution of over £1,600.

Cash balances at the year-end amounted to £93,514 (2021: £72,604). It is the Trust's policy to hold funds not immediately required, in an interest-bearing deposit fund.

The Trust operates a policy of holding cash reserves generally no greater than the annual gross expenditure, although the Trust currently operates with cash reserves comfortably above this level.

The Trust is well positioned to sustain its objectives over the long term. There is an increased likelihood of cash deficits over the coming years as the costs of maintaining and investing in the fabric of the Hall increase.

Regular reviews are carried out to ensure the Hall is maintained to a high standard.

The need to sustain the fabric of the building will inevitably require regular, but modest increases in hire fees. The current healthy funding position has enabled hire rates to be frozen for the 2022/23 year, despite inflationary pressure on the hall's energy and overhead costs. The pricing structure continues to subsidise local organisations at below cost rates.

The Trustees have not identified any uninsured major risks to which the Charity is exposed.

The Trustees remain confident that they are compliant with their duty to provide public benefit in accordance with the guidance given by the Charity Commission. They continue to explore innovative ways of providing the required benefits.

COMMUNITY EVENTS REPORT

MICK DELANEY

We hosted our first Community Event since the lockdown with a Quiz Night on Saturday October 9th. We restricted entry to 8 teams to ensure social distancing and 57 people attended. The evening was well received and resulted in a profit of £393. Steph ably assisted by Jo and two volunteers – Sue & Lou - produced an excellent Ploughman's. Bill and Tony manned the bar and the first usage of our new card reader went smoothly for credit card payments. Terry Jenner ran the scoring system very efficiently. The new format of including the raffle tickets in the ticket price went well. Mick was the Quizmaster as Nick Roberts had stood down – many thanks for his help over the years.

We continued our events program with another Quiz Night on March 26th. We had 8 tables with 69 players and the event made a profit of £572. The numbers were just right to give everyone the space they needed to feel safe. The food was well received and Steph & Jo with the assistance of Lou and Viv did a great spread. Bill & David Lester ran the Bar and Terry the scoring.

We then ran the Film Show Matinee and Evening performances on April 23rd. Jo ran the ticket office and sourced the film "Summerland" – which had been largely shot locally at Seven Sisters & Exceat. She also provided some delicious scones and cakes for the Matinee. We had 12 people for the Matinee and 23 in the Evening. A late increase in price for the Fish & Chips wiped out any decent profit which we managed to restrict to a small loss of £14. The film was well received and the event was enjoyed by those that came. Thanks again to Bill for running the Bar. It has never been a big earner but is a true Community Event.

Roger and Karen Trace resumed their program of events on May 21st with a Bingo evening. They sold 60 tickets and a good evening was enjoyed by all. The profit was an excellent £749 (including £150 sponsorship). Our thanks as always to Roger & Karen and also Bill for doing the Bar.

We signed up to provide two Streaming Events for the Queens Platinum Jubilee. Derek & Stuart tested the existing system and it was found to need a faster broadband. Derek recommended an upgrade which was installed and tested by them before the events – many thanks to them both for their work and also for support during the showings.

The first event was the St Paul's Thanksgiving service which was free to enter with Steph and her Church volunteers providing tea/coffee and a vast array of cakes free of charge – cost borne by the Church. David Baker gave an introductory address and the attendance was around 50. It was a lovely communal event enjoyed by all. The quality of the streaming was first class which added to the enjoyment.

The second event was a ticket event with fish & chips provided before the screening of

the Party at the Palace. We sold 46 tickets at £10 a ticket just intending to cover costs but we made a £105 profit with the bar contributing nearly £50 profit – thanks to Bill again for running the bar. Steph ran the kitchen with help from a new volunteer Katrina Holden who contributed well. Again the picture quality and sound in the streaming was first class.

The final event of the year was another quiz on 18th June..We sold 68 tickets for 8 teams with the maximum number per table increased to 10. Steph, Jo and Lou managed the kitchen with Tony managing the bar and Terry the scoring. Another good social evening resulted in a profit of £575.

My main thanks must go to Steph & Jo, the only other members of the Community Events team for their unflinching support and dedication to the team. We have made several attempts to recruit new people without success. But on the positive side we have a number of people who volunteer to help in the kitchen with Lou, Sue and Viv all pitching in to great effect. Katrina is also happy to assist which is another plus. My thanks to Bill for taking over bar duties with great assistance from Tony & David. Finally our team of setup volunteers always ensure a very quick setup – much appreciated.

Profit summary

Event Type	Date	Tickets	Profit
Quiz	9 th October 2021	57	393
Quiz	26 th March 2022	69	572
Film Show	23 rd April 2022	35	-14
Bingo	21 st May 2022	60	749
Party at the Palace	4 th June 2022	46	105
Quiz	18 th June 2022	68	575
		Total	2380

Our main focus now must be to recruit more people – it is not fair or sustainable to continue as we are.

OPERATIONS REPORT

BILL HALLETT

Day to day operational issues are dealt with by myself and the Hall Manager with reference to other Trustees as deemed necessary. Any work of a significant nature is discussed and approved at one of the four Trustee meetings that were held during the year. A number of management activities were undertaken.

These include:

- Significant inroads were made in clearing the loft space. In the main these were props, etc used by the players for their productions collected over the years. There is more to do. This task will be completed after the Players November production and the Christmas period.
- The hot water boiler required replacement. This gave us the opportunity to replace both boilers (hot water and heating) for a more efficient combi-boiler system.
- Carbon dioxide monitors were installed to both halls. These units give warning when the level of carbon dioxide reaches a point where ventilation needs to be increased.
- The notice board in the Hall car park was replaced.
- Investigations are taking place with a view to replace the Car Park lighting.

It is the intention of the Trustees to carry out a conditions inspection of the facility over the next few months.

Following the re-modelling of the garden area around the front entrance my thanks go to Tony Deadman and his team of volunteers in maintaining that garden area

Finally, I would also like to thank those involved for their help and support through the year in maintaining the Hall to the high standard it is.